

Request Electronic Access to Superior Court E-Fileable Cases

*If you are the person who is filing a new civil or family case electronically in the Superior Court (plaintiff), you will have electronic (on-line) access to the case right away. If you are the plaintiff in any existing e-fileable case or if you are filing a new case on paper or if you are the person who is being sued (defendant), you must ask the Clerk to give you electronic access to the case. Once you have electronic access to the case, you can look at and file documents on-line and you can mark short calendar matters on-line. **Note:** Dissolution of marriage, legal separation, annulment and civil union dissolution, legal separation or annulment cases are only e-fileable if started on or after December 15, 2014.*

Here is a checklist of what you must do to be approved for electronic access to your civil or family case.

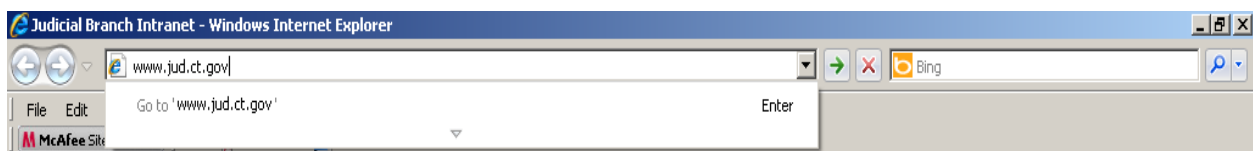
To request electronic access to a civil case or to a family case filed on or after December 15, 2014, you must:

1. Enroll in E-Services to set up a User ID and password
2. Log in to E-Services with your User ID and password
3. Go to the case that you are a party in and want to have access to
4. Choose **Request Electronic Access** on the case detail page for the case
5. Fill out the request form
6. Print the request form
7. Bring the form that you print out and photo identification, like a driver's license, a passport or another government ID, to the Clerk's Office of the court where the case is located; **or**
Mail the form and a notarized copy of the photo identification to the Clerk's Office of the court where the case is located. *The notary language and signature must be on the copy of the photo identification.*
8. The clerk will make sure that you are the person who is the party in the case. If you are, the clerk will give you electronic access to the file. If the identification you give the clerk is not enough to show that you are the person in the case, the clerk cannot give you electronic access to the file.
9. The clerk will send you an e-mail about your access request once it is acted on.

Instructions and Pictures telling you how to Request Electronic Access to your case:

1. In the address bar, type <http://www.jud.ct.gov>. The Judicial Branch supports two browsers – Microsoft Internet Explorer® version 6 or higher, or Firefox 3 or higher. The address bar for those browsers is shown below:

Microsoft Internet Explorer®:



Firefox:



Request Electronic Access (continued)

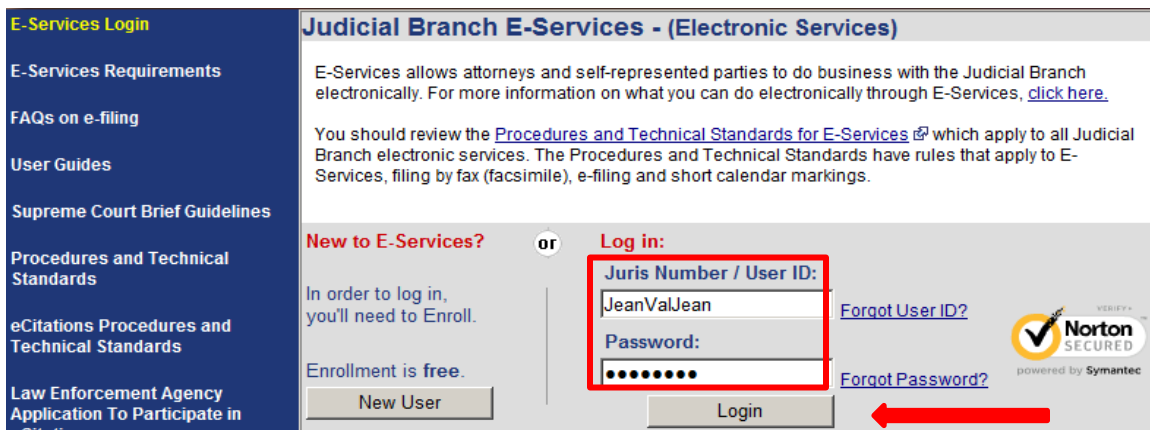
2. Choose **E-Services** from the menu on the left side of the Judicial Branch homepage to go to the E-Services Welcome Page:



3. Click **LOG-IN** on the E-Services Welcome Page:



4. Enter your User ID and password; then click **Login** to log in to E-Services.



If you have not enrolled in E-Services yet, stop here. Before you can ask for electronic access to a case, you must fill out and submit the enrollment application to set up your User ID and password, and make your account active. Then you can log in to E-Services.

Request Electronic Access (continued)

5. Click on **Civil / Family Menu**



State of Connecticut Judicial Branch
E-Services

Logged-In User: _____ E-Mail: _____ Logout

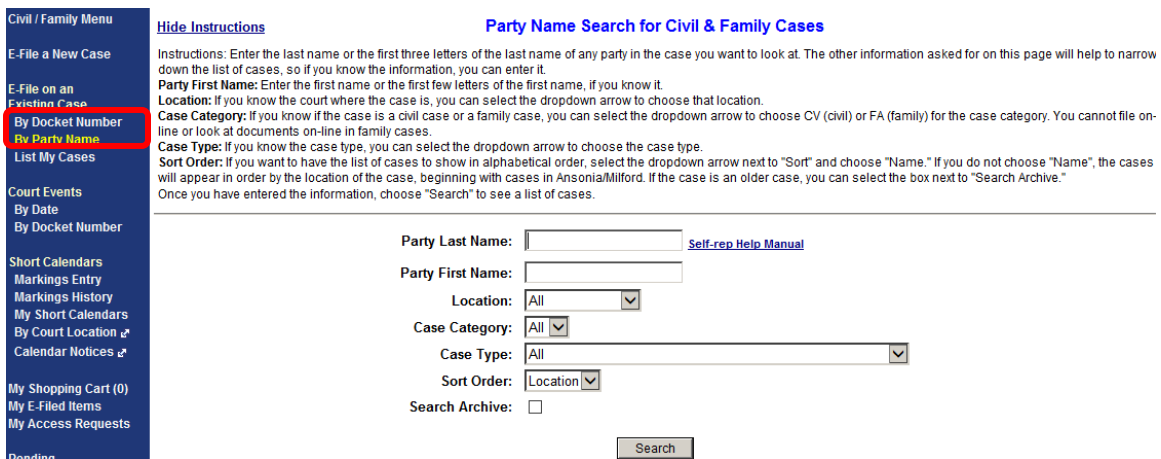
Civil / Family Menu

Welcome to E-Services. The links on the left side of this page show the electronic services available to self-represented parties. For more information on what you can do electronically through E-Services, [click here](#).

You should review the [Procedures and Technical Standards for E-Services](#) which apply to all Judicial Branch electronic services. The Procedures and Technical Standards have rules that apply to E-Services, filing by fax (facsimile), e-filing and short calendar markings.

For questions, comments or suggestions [CONTACT US](#).

6. Find your case by clicking on **By Docket Number** or **By Party Name** under “E-File on an Existing Case” on the menu. This page appears when you click on **By Party Name**:



Civil / Family Menu

E-File a New Case

E-File on an Existing Case

By Docket Number

By Party Name

List My Cases

Court Events

By Date

By Docket Number

Short Calendars

Markings Entry

Markings History

My Short Calendars

By Court Location

Calendar Notices

My Shopping Cart (0)

My E-Filed Items

My Access Requests

Pending

[Hide Instructions](#)

Party Name Search for Civil & Family Cases

Instructions: Enter the last name or the first three letters of the last name of any party in the case you want to look at. The other information asked for on this page will help to narrow down the list of cases, so if you know the information, you can enter it.

Party First Name: Enter the first name or the first few letters of the first name, if you know it.

Location: If you know the court where the case is, you can select the dropdown arrow to choose that location.

Case Category: If you know if the case is a civil case or a family case, you can select the dropdown arrow to choose CV (civil) or FA (family) for the case category. You cannot file on-line or look at documents on-line in family cases.

Case Type: If you know the case type, you can select the dropdown arrow to choose the case type.

Sort Order: If you want to have the list of cases to show in alphabetical order, select the dropdown arrow next to "Sort" and choose "Name." If you do not choose "Name", the cases will appear in order by the location of the case, beginning with cases in Ansonia/Milford. If the case is an older case, you can select the box next to "Search Archive."

Once you have entered the information, choose "Search" to see a list of cases.

Party Last Name: [Self-rep Help Manual](#)

Party First Name:

Location:

Case Category:

Case Type:

Sort Order:

Search Archive: ☐

Note: Because you are searching **By Party Name**, you will see a list of cases (search results) that you can choose from. If you search by a docket number, you will go directly to the main page (case detail page) for the case.

7. Click on the docket number (Docket No.) for your case to go to the case detail page.



Civil / Family Menu

E-File a New Case

E-File on an Existing Case

By Docket Number

By Party Name

List My Cases

Court Events

By Date

By Docket Number

Short Calendars

Markings Entry

Markings History

Party Name Search Results

[New Search](#)

as of 8/25/2014

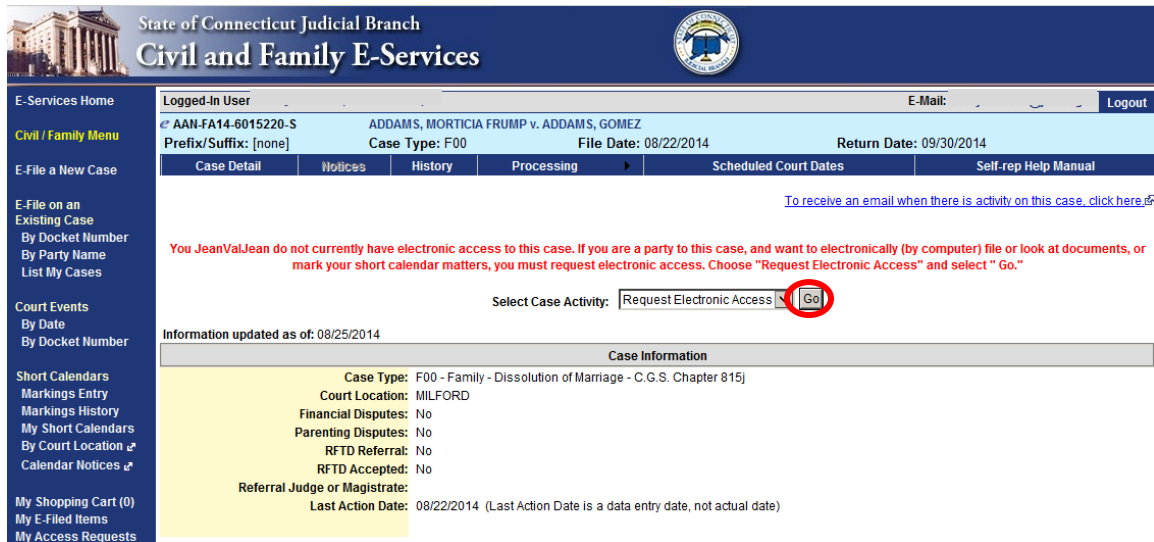
Records: 1-2 of 2

Party Name	Case Name	Docket No.	Court Location	Pty No.	SRP
ADDAMS GOMEZ	ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ	AAN-FA-14-6015220-S	Milford	D-01	
ADDAMS MORTICIA FRUMP	ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ	AAN-FA-14-6015220-S	Milford	P-01	

Copyright © 2014, State of Connecticut Judicial Branch

Request Electronic Access (continued)

8. You will see a message in red under the name of the case that tells you that you do not currently have electronic access to the case. You can only choose "Request Electronic Access" as your case activity.
9. Click **Go**.



State of Connecticut Judicial Branch
Civil and Family E-Services

Logged-In User: [redacted] E-Mail: [redacted] Logout

Case: AAN-FA14-6015220-S ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ
Prefix/Suffix: [none] Case Type: F00 File Date: 08/22/2014 Return Date: 09/30/2014

Case Detail Notices History Processing Scheduled Court Dates Self-rep Help Manual

To receive an email when there is activity on this case, click here.

You JeanValJean do not currently have electronic access to this case. If you are a party to this case, and want to electronically (by computer) file or look at documents, or mark your short calendar matters, you must request electronic access. Choose "Request Electronic Access" and select "Go."

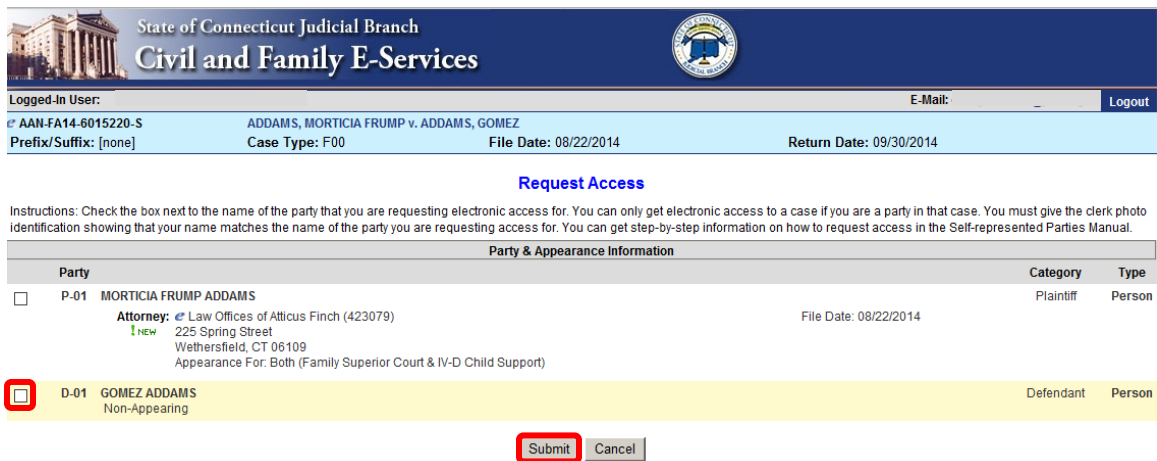
Select Case Activity: Request Electronic Access **Go**

Information updated as of: 08/25/2014

Case Information

Case Type: F00 - Family - Dissolution of Marriage - C.G.S. Chapter 815
Court Location: MILFORD
Financial Disputes: No
Parenting Disputes: No
RFTD Referral: No
RFTD Accepted: No
Referral Judge or Magistrate:
Last Action Date: 08/22/2014 (Last Action Date is a data entry date, not actual date)

10. Check the box next to the name of the party you are requesting electronic access for. You can only request electronic access for yourself if you are the party in the case.
11. Click **Submit** at the bottom of the page.



State of Connecticut Judicial Branch
Civil and Family E-Services

Logged-In User: [redacted] E-Mail: [redacted] Logout

Case: AAN-FA14-6015220-S ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ
Prefix/Suffix: [none] Case Type: F00 File Date: 08/22/2014 Return Date: 09/30/2014

Request Access

Instructions: Check the box next to the name of the party that you are requesting electronic access for. You can only get electronic access to a case if you are a party in that case. You must give the clerk photo identification showing that your name matches the name of the party you are requesting access for. You can get step-by-step information on how to request access in the Self-represented Parties Manual.

Party	Category	Type
<input type="checkbox"/> P-01 MORTICIA FRUMP ADDAMS Attorney: Law Offices of Atticus Finch (423079) 225 Spring Street Wethersfield, CT 06109 Appearance For: Both (Family Superior Court & IV-D Child Support)	Plaintiff	Person
<input checked="" type="checkbox"/> D-01 GOMEZ ADDAMS Non-Appearing	Defendant	Person

Submit Cancel

Request Electronic Access (continued)

12. Print the request by clicking **Print this Page**. It shows information about the case, the request, and the date of the request. You will have to bring or mail this page to the clerk of the court where your case is located.



State of Connecticut Judicial Branch
Civil and Family E-Services

E-Services Home

Civil / Family Menu

E-File a New Case

E-File on an Existing Case

By Docket Number

By Party Name

List My Cases

Court Events

By Date

By Docket Number

Short Calendars

Markings Entry

Markings History

My Short Calendars

By Court Location

Calendar Notices

My Shopping Cart (0)

My E-Filed Items

My Access Requests

Pending Foreclosure Sales

Search

By Property Address

Logged-In User:

E-Mail:

Logout

Pending Request

Instructions: Print a copy of this request by choosing "Print This Page." Once you have printed this request form, you must follow the directions on this page to complete the process of requesting electronic access either in person or by mail.

To complete this process in person (you will need to go to the courthouse)

1. Bring a copy of this page with you to the court clerk's office.
2. Bring an *original*/valid photo ID from this list:
 - US Passport
 - Connecticut Driver's License
 - Out of State Driver's License with photo
 - Current Government ID (Town/City/State/Federal)
 - Current Military ID
 - US Passport Card (with photo)
 - Certificate of Naturalization (with photo)
 - Certificate of Citizenship (with photo)
 - Permanent Resident Card (with photo)
3. The name on the photo ID must match the name of the party on the case file.
4. If the names are different, you must also provide the proof of name change to the court.

To complete this process by mail (you do not need to go to the courthouse)

1. Make a copy of your original valid photo ID. *Do not* mail an original photo ID to the court.
2. Use any valid photo ID from the list shown above on this page.
3. The name on the photo ID must match the name of the party on the case file.
4. If the names are different, make a copy of your proof of name change to mail to the court. *Do not* mail the original proof of name change to the court.
5. You must include the following sworn statement on the copy of your photo ID.

I, _____, am requesting electronic access as a party to a case which has been filed in the Superior Court. I am the person pictured and described in the copy of my ID which is a true copy of the original.

Signature _____

Subscribed and sworn to before me this ____ day of _____, 20__.

Signature of Notary Public _____

My Commission Expires: _____

6. You must show your original photo ID to the notary and sign the statement in front of a notary before you mail the papers to the court.
7. If the copy of your photo ID is not notarized, your request will be denied.
8. Mail this printed request with the notarized copy of a valid photo ID and a copy of any proof of name change to the court clerk's office at the address below.

Docket Number: AAN-FA-14-6015220-S

Case Name: ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ

Requested By: JeanValJean

Requested On: 8/25/2014 12:17:43 PM

For Party Number: D-01

Party Name: GOMEZ ADDAMS

Party Category: Defendant

Party Type: Person

Enrollment Email Address: _____

Request ID: 1987

To complete this process:

- Print a copy of this request by selecting the Print This Page button.
- Bring or mail the printed page with valid forms of personal identification as outlined below to the Milford clerk's office at

14 WEST RIVER STREET
PO BOX 210
MILFORD, CT 06460

Print this Page

My Access Requests

Request Electronic Access (continued)

13. To finish requesting access, you must bring or mail a copy of the page you printed and a photo ID or a notarized copy of your photo ID to the clerk's office.

- Be sure the name on the photo ID matches the name of the party in the case. If names do not match, you will have to give the clerk proof of your name change.
- If you are mailing the page and your photo ID to the clerk, you must send a notarized *copy* of one of the acceptable kinds of photo ID. Do *not* send your original photo ID in the mail. To get a notarized copy of your photo ID, take the original ID *and* the copy to a Notary Public or attorney. *The notary language and signature must be on the copy of the photo identification.*

Note: The forms of photo identification that are accepted are:

- A U.S. passport or a U.S. Passport Card (with photo)
- A Connecticut Driver's license or a driver's license that contains your photo from another state
- A current government ID or Military ID
- A Certificate of Naturalization (with photo)
- A Certificate of Citizenship (with photo)
- A Permanent Residence Card (with photo)
- A copy of the valid form of photo ID from this list, including a sworn document that is notarized that you are the person in the copy of the photo ID

14. You can check on your access request by clicking on **My Access Requests** on the request page, or by clicking on **My Access Requests** on the Civil / Family Menu page. If you forgot to print a copy of your request or lost your copy, you can print the request by clicking **Print Request** on this page.

Civil / Family Menu

E-File a New Case

E-File on an Existing Case

By Docket Number

By Party Name

List My Cases

Court Events

By Date

By Docket Number

Short Calendars

Markings Entry

Markings History

My Short Calendars

By Court Location

Calendar Notices

My Shopping Cart (0)

My E-Filed Items

My Access Requests

My Access Requests

Instructions: To complete the process for any requests listed as PENDING on this page, choose "Print Request" for the pending request. Print the request page. You must bring or mail the printed copy of the request to the clerk's office shown on the request. You must also bring one of the kinds of photo identification shown on the request. You must send a notarized copy of your photo identification if you are mailing the request to the clerk's office. *Do not send your original photo identification by mail to the clerk's office.*

Docket No.	Case Name/Party	Status	Date	Reason	
AAN-FA-14-6015220-S	ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ D-01 GOMEZ ADDAMS	Pending	8/25/2014 12:17:43 PM		Print Request Delete Request

Copyright © 2014, State of Connecticut Judicial Branch

15. The clerk will send you an e-mail once your access request has been acted on telling you that your access has been approved or denied.

16. If the clerk has approved your request for electronic access, or if the clerk has not yet acted on a request for access you have made, the case will appear in your list of cases on the Civil / Family Menu page.

Civil / Family Menu

E-File a New Case

E-File on an Existing Case

By Docket Number

By Party Name

List My Cases

Self-represented Parties Case List

[New Search](#)

As of today (8/25/2014 1:19 PM)

(JeanValJean) has been approved for electronic access to the case or cases shown below.

This search only displays cases for which the logged-in user ID is authorized to e-file.

Records: 1-1 of 1

Category	Docket No.	Case Name	Location	CaseType	Activity
Family	AAN-FA-14-6015220-S	ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ	Milford	E00	↑ new

Request Electronic Access (continued)

17. If you have not filed an appearance in the case, you must file your appearance before you can look at or file documents or mark short calendar matters in your case on-line.

Need help? If you have any questions about requesting electronic access to your case, call the E-Services Support Line at (866) 765-4452 or e-mail EServices@jud.ct.gov. If you have questions about your court file, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.